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Tab A

16 February 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Review of CS Records Management Program with [REDACTED]

25X1

At 1400 hours on 1 February 1960, the status of the CS Records Management Program was reviewed with [REDACTED] Chief, Management Staff. Following are the main points covered:

1. Those papers for which the CS has a record responsibility are held in official CS files in accordance with the CS file code system. The criteria of CS record responsibility has recently been clarified by the General Counsel and the current draft of retention standards (in the proposed Chapter III of the CS Records Handbook) conforms in detail with the General Counsel's opinion. After approval of the current draft by the CS Records Committee, it will be referred to the General Counsel for clearance prior to issuance. The CS instructions provide that documents, even though classified into official CS files, may be destroyed on the certificate of a qualified CS Records Officer when no longer of value for record purposes.

2. The major problem of CS records management is represented by the unofficial or auxiliary paper holdings at both headquarters and in the field. Such holdings represent about half of the total file footage at headquarters and almost the entire footage at field stations. While the responsibility for proper disposition of such holdings is squarely on the chief of the station or headquarters element concerned, it was the consensus of the RMOs of the CS that some detailed guidance would be helpful and would assure a proper degree of uniformity of disposition.

3. Some of the peculiar problems involved in CS records management during the past were reviewed. Application of some of the standard government-wide techniques on records management to the particular problems of CS records have raised a number of questions. For these reasons, we have made efforts to develop useful and realistic criteria or guides that are applicable to CS paper holdings. In addition to coverage of this subject in the forthcoming Chapter III of the CS Records Handbook, we now have in draft form a "Disposition Guide for Auxiliary Paper Holdings", Part I and Part II, covering both headquarters and the field. This draft is now in the process of full coordination and should be finalized in the next several weeks.

25X1 4. [] in reviewing the Disposition Guide, questioned the retention for "active life" of auxiliary indices or index cards (item 1.a. of 18 January draft) and referred to his briefing at the DCI meeting on 2 November 1959. The undersigned explained that certain auxiliary holdings, while not actually CS record material requiring central CS control, could not be destroyed within a fixed time period such as was indicated

25X1 [] As an example, for a country with 25X1 an unstable government [] it is necessary to hold certain personality data on a number of individuals who might become important upon the death or removal [] The same would not apply in the same 25X1 degree to a country with a relatively stable government [] The decision for retention or destruction of such holdings can only be made by competent CS operations officers familiar with the facts involved. In drafting Chapter III and preparing the Disposition Guide, efforts were made to apply specific time limits in proper cases, but the nature of our holdings does not permit such in some cases.

5. Following some discussion, it was agreed that the disposition instructions to be contained in Chapter III of the CS Records Handbook, supplemented as appropriate by the Disposition Guide for Auxiliary Paper Holdings (para. 3. above) could replace the 1954 Records Control Schedule for the CS and the field counterpart [] both of which are now obsolete. Further, the CS would not require a complete Records Control Schedule for field stations or for elements of the CS headquarters; rather Chapter 25X1 III of the Handbook supplemented by the Disposition Guide would outline the criteria for disposing of non-record holdings. The Disposition Guide is considered flexible so that a station or branch chief, having the ultimate responsibility for management of his papers, can make adjustments needed to meet his particular circumstances. The Disposition Guide will be considered an initial step and continued efforts will be made to improve its usefulness by making it more realistic and specific.

25X1 6. [] mentioned that he was required to report to the DCI on the status of records management in the Agency but could delay his presentation for the DD/P area in order to report substantial progress. While issuance of the Handbook and Disposition Guide would represent progress, several more months would be required to actually purge our holdings. The undersigned agreed to provide [] with a status report upon call. 25X1

25X1 []
DD/P Records Management Officer

cc: AEXO
C/[]
C/OPSER

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Approved by USRC 17 February 1960

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DISPOSITION GUIDE FOR AUXILIARY PAPER HOLDINGS (APH)

1. Definition of Auxiliary Paper:

a. At headquarters -- all papers:

- (1) The content of which does not meet the criteria for central control by headquarters code file number as part of the CS official records system or 25X1
- (2) That are extra (non-record) copies maintained for temporary ease of reference, or
- (3) Controlled for administrative or management purposes only; not for informational content.

b. In the field -- all papers except those which:

- (1) Contain information of record value (see para. 8.b. of Chapter III and/or 25X1
other appropriate instructions), and,
- (2) Are not available at headquarters.

2. Use of this Guide:

- a. Chiefs of stations, bases and headquarters elements are responsible for purging their files of use-
less and marginal papers. This Guide is provided as a supplement to Chapter III to
assist responsible officers in identifying and disposing of papers that absorb undue amounts of use-
ful office space, require manpower and funds in the sterile maintenance of marginal or duplicate
files and indices and may create unnecessary security hazards in some circumstances.
- b. This Guide provides criteria which the responsible officials at headquarters and in the field may use
or may adjust to meet his particular needs. Suggestions for improvement of the Guide to make it more
realistic and useful should be addressed to the DD/P Records Management Officer at headquarters.

3. Content:

- | | |
|---|--------------|
| a. Part I - Ancillary Operational Records | Pages 2 - 5 |
| (1) Notes - Numbers 1 through 4 | Page 5 |
| b. Part II - Support and Administrative Records | Pages 6 - 11 |
| (1) Notes - Numbers 5 through 7 | Page 11 |

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PART I - ANCILLARY OPERATIONAL RECORDS

File Series (NOTE #1)	Special Instructions or Explanations Applies to both headquarters and field, except as indicated	Disposition Guidance Hold not in excess of time indicated, then destroy (NOTE #3) or retire to Records Cen- ter (NOTE #4)
25X1 1. Auxiliary Indices (Ch. I, para. 4.e. and Figure I [redacted])	CI Staff provides guidance and assistance.	
25X1 25X1 a. Auxiliary Index Cards held outside of [redacted] [redacted]	Screen as used in current work. Destroy or retire with proper notation when cards lose value or when document to which card refers has been destroyed.	Note #2
b. Classified Directories, Registers, Lists (Diplomatic, military, trade etc.)	Destroy as replaced; retire only if unique and of value.	Note #2
c. Machine Listings (CI, orbit travellers, 20ls, projects, etc.)	Keep only current issues; destroy old list- ings as replaced.	Note #2
25X1 25X1 2. Background Material (Outside CS file system; Ch. I, para. 4.d. [redacted]) [redacted]	Use OCR facilities; screen and destroy use- less and duplicate material; normally none held in excess of 3 yrs; retire only col- lections of definite potential use.	
a. Biographic (non-20ls)	Open 20l file if case is of general CS in- terest.	Note #2
b. Organization & Groups (Labor, CP front, etc.)	Open official file if case is of general CS interest.	Note #2
c. Photographic Files (Personalities, areas, installations, etc.)	(Hqs) Send material of long range value to OCR/GR or retire with 20l, project or sub- ject files.	Note #2
d. Subject Files (Economic, cultural, geographic, etc.)	Do not duplicate other collections of OCR.	Note #2

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<p>3. Chrono (extra copy) Files</p> <p>a. Cables b. Dispatches c. Memoranda d. Other Documents (see also Item 8, Reports Files, below)</p>	<p>Cut-off periodically. Screen to insure that the record copies of pertinent documents (inadvertently filed as chronos) are integrated into official file system. (Chrono files may be used as logs -- see Part II, Item 14, below)</p>	<p>1 yr 3 yrs 2 yrs 2 yrs</p>
<p>4. Cryptic Reference Files</p>	<p>Screen as used in current work. Retain division/station master file; destroy duplicates as feasible.</p>	<p>Note #2</p>
<p>5. Meetings, Minutes and Records of</p>	<p>Integrate pertinent information into official file system.</p>	<p>3 yrs</p>
<p>6. Operational Support Files, General (See also Part II - Support and Administrative Records)</p>	<p>Transmittal (S and T) dispatches, memoranda or other papers which need not be integrated into the official file system.</p>	<p>2 yrs</p>
<p>7. Publications and Issuances</p>	<p>Retain division/station master file for active life; destroy duplicates as feasible.</p>	<p>Active life</p>
<p>a. CIA and CS</p> <p>(OCR is permanent repository for CIA publications and OPSEK/PC at hqs is repository for CS publications; copies available upon request.)</p>	<p>Retain non-regulatory papers 3 yrs; then destroy. Retain regulatory issuances for active life.</p>	<p>3 yrs or Active life</p>
<p>b. Station, Division or Hqs Staff</p>	<p>Single copies containing important record information on CS organization, policies and procedures should be integrated into official record system; screen, destroy or retire residue after 3 yrs.</p>	<p>3 yrs</p>
<p>25X1. Reports Files</p>	<p>FI/ provides supplemental guidance on maintenance and disposition.</p>	
<p>a. Background and Reference</p>	<p>Use OCR facilities to maximum.</p>	<p>Note #2</p>
<p>b. Biographic (non-201s)</p>	<p>Usually duplicates other files; destroy when no longer needed.</p>	<p>Note #2</p>

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<p>25X1</p> <p>25X1</p> <p>25X1</p> <p>c. CS Disseminations</p> <p>(OCR is permanent repository for all CS disseminations, except [] which are integrated into the CS file system - see [] - and certain [] held by FI, [] copies available upon request.)</p>	<p>Restrict distribution to actual need; destroy surplus copies and avoid duplicate files. Cut-off and destroy Production Section of Project Files on renewal of the project.</p>	<p>2 yrs (Hqs)</p> <p>1 yr (Field)</p>
<p>25X1</p> <p>d. Evaluations & Comments</p> <p>e. Field, Raw Reports, including Hqs NDs</p>	<p>FI, [] is central repository.</p> <p>Integrate pertinent information into official file system. Most holdings, including reports sourced from liaison activities, should be destroyed after 1 yr. Reports from CI operations or indexed info, may be retained longer or retired to permit later review.</p>	<p>2 yrs</p> <p>Note #2</p>
<p>25X1</p> <p>f. Requirements & Collection Guides</p> <p>g. Source Descriptions and related data</p>	<p>FI, [] is central repository.</p> <p>Usually duplicates files held by operations officers. FI, [] is central repository for certain source information at hqs.</p>	<p>6 mos. after cancellation</p> <p>2 yrs</p> <p>25X1</p>
<p>9. Shadow Files (Extra, non-record copies or other material not integrated in CS file system.)</p> <p>a. Hqs Shadow Files (Held by subject in cases of multiple branch interest.)</p>	<p>Duplicates official files.</p> <p>(Hqs) Insure that record copies of pertinent documents are filed in the official file folder.</p>	<p>Note #2</p>
<p>b. Field Shadow Files (Hqs assigned code numbers -- 201s, projects and subject or case files)</p>	<p>(Field) Destroy files on dead projects and subjects which lose value. Hqs can provide duplicates of CS-numbered files upon request. See Ch. III, para. 8 []</p>	<p>Note #2</p> <p>25X1</p>

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10. Non-Current Files, including
predecessor files

Integrate pertinent data into present official file
system; destroy residue.

NOTES APPLICABLE TO ANCILLARY OPERATIONAL RECORDS

NOTE #1 - Screen periodically to purge duplicate or obsolete data; as a general practice, file folders that reach one inch in thickness should periodically be cut-off (i.e. make a new folder) to facilitate disposition.

NOTE #2 - Specific retention periods are not fixed in this Guide; these holdings should be retained for only such time as there is an actual demonstrable need in the present or foreseeable future; do not retain on basis of indefinite possible future need.

NOTE #3 - A simple record of file folders destroyed (but not of individual un-indexed documents) should be kept. When indexed documents of no value are destroyed, the auxiliary index card(s) may be destroyed or amended, if feasible; otherwise, keep a list or cross reference of destroyed indexed documents so that when the referent card is found in current trace work it can be destroyed or amended as appropriate - see (This note applies primarily to field files.)

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NOTE #4 - Ancillary Operational Records are normally destroyed instead of retired. However, when valid reason exists, such holdings may be retired with automatic review for destruction at end of one year. Field records will be retired only in exceptional cases where such records are not duplicated at headquarters.

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PART II - SUPPORT AND ADMINISTRATIVE RECORDS

Title of File - (NOTE #5)	Explanations and Special Instructions; applies to both headquarters and field except as indicated. (NOTE #6 applies in each case)	Hold not in excess of time shown, then destroy (NOTE #7)
11. Background, Station, Country or Subject Files	Files on general support, fiscal, personnel, logistics, legal, security, etc. Hold fiscal papers 3 fiscal years.	2 yrs
12. Chrono (extra copy) Files a. Cables b. Dispatches c. Other Correspondence	Held for temporary convenience and reference.	6 mos 1 yr 1 yr
13. Cryptic Reference Files (Duplicates master file - Part I, Item 4)	Destroy on separation, termination or transfer.	
14. Document Controls (Mail Control Records, Pouch Manifests, Abstracts and Logs (Secret and Below))	See [] for disposition of TOP SECRET logs. Destroy pouch manifests after 1 yr. Retain logs of important documents as needed.	2 yrs 25X1
15. FISCAL (See also Items 11, 12 and 13 above)	As general rule, destroy or retire only after account audited and closed.	
a. Allotment Files (Unvouchered Funds)		
(1) Advices	Includes related work papers and correspondence.	3 FY
(2) Allotment Control Ledgers	(Hqs) Hold for 3 fiscal years, then retire to RC for additional 7 yrs; destroy after 10 yrs.	10 FY
	(Field) Destroy 2 yrs after close of FY.	2 FY
(3) Allotment Reports and Record Cards	Monthly status of allotment reports and related records.	3 FY
b. Audit Report Files	Destroy 1 yr after settlement of discrepancies.	1 yr
c. Budget Files (Instruction, narrative and related work papers)	(Hqs) The Program Group (PG) is CS office of record for the operational program.	3 FY

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d. Employee Finance Files

- (1) Copies of payroll and travel papers on Staff Agents and Staff Employees

(Field) Pouch Leave Record Card, if maintained, with Personnel Transfer and Clearance Sheet to headquarters on PCS. Destroy other documents 6 mos after PCS.

6 mos after PCS

- (2) Copies of contracts, payroll and travel papers on Contract Agents and Contract Employees

(Field) Destroy all copies of papers received from or forwarded to hqs upon termination of employment and/or reassignment. Pouch remaining papers, if any, to headquarters.

on termination

e. Finance Division General Ledger Runs

(Hqs) Monthly IBM Runs.

3 FY

f. Obligation Files
(Support Allotment Ledgers)

Used in accounting for expenditures, travel orders, requisitions, advances, etc.

3 FY

g. Payroll and Overtime Files

Includes requests for and records of overtime worked.

1 FY

h. Project Accounting Files

Project authorizations and related papers.

Termination plus 1 yr

i. Station Accountings
(Original vouchers, receipts and related accounting documents that record all station financial transactions)

(Hqs) Send original to Finance Div; destroy copies after 1 FY.

1 FY

(Field) Class "A" documentation; send to hqs 1 month after field audit completed and resolved; retain Summary Accounting Files for 3 FY.

3 FY

j. Voucher, Posting and Control Files and Journals. (Showing expenses, obligations, costs of property, advance and transfer accounts, cash and supporting papers for Station Summary Accounting Files)

(Field) Send record copy to hqs. Hold for 3 FY; then destroy other copies.

3 FY

(Hqs) Vouchers - see Item 15.f. and h. above.

(Hqs) Posting and Control Files - see Item 15.a. (2), f. and h. above.

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25X1 16. LOGISTICS ([] Regulations and Handbooks, also Items 11 & 12 above as applicable)

a. Property Accountability Records

(All suspense or copies other than the official record may be destroyed immediately upon completion of transaction)

- (1) Stock Record Cards (Showing receipts, issues and balances)

Destroy completed or discontinued cards 2 yrs after audit.

2 yrs

- (2) Debit, Credit & Adjustment Voucher Files and Registers

Destroy 2 yrs after audit.

2 yrs

- (3) Memorandum Receipt Account Files (Copies of receipts, issues and adjustments of non-expendable property in use or on loan by or to installations, projects or individuals)

Destroy after latest Consolidated Memorandum Receipt is reconciled and audit completed.

- (4) Reports of Survey and related documents

(Field) Destroy 2 yrs after completion or referral to hqs.

2 yrs

b. Contract & Procurement Files

- (1) Records of contracts or purchases accomplished through hqs or other U.S. activity

Destroy 1 yr after completion of transaction and after audit.

1 yr

- (2) Records of purchases or contracts (including vehicles, construction, renovation) accomplished in the field through private or open market sources

(Field) Destroy after completion based on the following total monetary values:

See Note #7

Up to \$1,000

4 yrs

\$1,001 to \$24,999

7 yrs

\$25,000 up

11 yrs

c. Disposal Files

- (1) Files on disposal of real and related personal property

Forward file to hqs, O/Log, upon completion of transaction.

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(2) Files documenting sale of personal property (including bids, transfers and record of proceeds)	(Field) Follow b.(2) above, except any Vehicle Disposal Files may be destroyed after 4 yrs.	
d. Cargo Files		
(1) Incoming or Outgoing shipments from or to hqs (thru U.S. activities). (Including household and personal effects)	Destroy 2 yrs after completion, payment and audit.	2 yrs
(2) Shipments between field stations (documents other than those furnished Finance Officer)	(Field) Destroy 2 yrs after completion and audit.	2 yrs
e. Vehicle Files		
(1) Operating, maintenance and cost records summarized and posted as monthly totals	Destroy after posted and audited.	
(2) Summary maintenance operating expense and assignment records	Destroy 1 yr after vehicle disposed and record audited.	1 yr
(3) Accident Reports & related records	Destroy 6 yrs after case is closed.	6 yrs
(4) TVA Files	Destroy when superseded or cancelled.	
f. Real Property Records		
(1) Assignments from other U.S. activities, Leases, Dec. of Trust and related papers (copies of Assignments should be forwarded currently to hqs, O/Log)	Destroy 3 yrs after normal termination, or at conclusion of any litigation.	3 yrs
(2) Housing or Quarters assignments, employee agreements, inventories, receipts, releases, etc.	(Field) Destroy 6 mos after transfer, termination or conclusion.	6 mos

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(3) Real Property Reports (to Hqs)	Destroy 1 yr following subsequent report.	1 yr
(4) Titles, Deeds and other papers documenting purchase of real property (send copies to hqs, O/Log currently)	Destroy 10 yrs after sale or release.	10 yrs
(5) Drawings (maps and plans) of construction, renovations, installations and utilities. (Send copies to hqs, O/Log, currently)	Destroy preliminary, duplicate and obsolete copies. Retain copy of final drawings during occupancy and/or ownership of building.	
17. MEDICAL (see also Items 11, 12, 13 above)		
Case Files including X-Ray Files	(Field) Upon termination or PCS, send medical record to hqs; destroy non-record copies and residue, such as sick call records, after 1 yr.	1 yr
18. PERSONNEL (see also Items 11, 12, 13 and 15.d. above)		
a. Personnel Card Files		
(1) Employee Records (Form OF 4b)	(Hqs) Forward to gaining office on transfer. Destroy on separation.	
(2) Locator Cards (IBM)	(Hqs) Follow printed instructions on card.	
(3) Position Inventory Files (Form SF 7d)	(Hqs) Destroy on cancellation of position.	
(4) Service Record Cards (Field Copy)	(Field) Destroy 6 mos after separation or transfer.	6 mos
b. Personnel Folders (soft)		
(1) Staff Employees, Staff Agents, Military Personnel and Contract Employees	(Hqs) Upon transfer or separation, send folder to O/Pers for screening.	

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<p>(2) Indigenous (except Agents)</p> <p>c. Table of Organization Files (Records of staffing pattern)</p> <p>19. SECURITY (see also Items 11, 12 and 13 above)</p> <p>Cover Files on Individuals</p>	<p>(Field) Hold for 3 mos after transfer or termination. Screen out duplicate papers and then pouch to hqs.</p> <p>(Field) Destroy 3 yrs after separation or termination of contract.</p> <p>Destroy when superseded or obsolete.</p> <p>Send record copies of papers of CS value (see Ch. III [redacted] to Cover Division at hqs; destroy balance on transfer or separation.</p>	<p>3 yrs</p> <p>25X1</p>
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NOTES APPLICABLE TO SUPPORT AND ADMINISTRATIVE RECORDS

- NOTE #5 - The "Handbook for Subject Filing" [redacted] version unnumbered ^{25X1} dated 6 April 1959) provides guidance for filing of support and administrative materials (record and non-record).
- NOTE #6 - Headquarters Staffs and Divisions will insure that record copies of support documents are provided currently to the proper DD/S "Office of Record". In cases of sensitive projects or similar activities, where the DCI has exempted application of normal support procedures, the CS headquarters element concerned is responsible for:
- a. Maintaining complete records, and
 - b. Providing a proper cross-reference or sanitized extract to the proper DD/S "Office of Record".
- NOTE #7 - Files required to be held in excess of the period required for use or reference at a headquarters branch or field station may be retired to the Records Center (headquarters) with definite instructions for destruction at the end of the specified period.

CONFIDENTIAL

TOP
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22 January 1960

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Records Disposition

REFERENCE : Your memo dtd 17 November 1959

Commercial Staff has reviewed its current Records Disposition Schedule and would like to report that during the past year and a half this Staff has retired approximately 40 cubic feet of project records through the facilities, and has destroyed approximately 24 cubic feet of records in accordance with our disposition schedule. A portion of this material is covered by the three items listed in the attachment to your memorandum. As a further improvement in our overall Records Management Program, Commercial Staff has taken steps to destroy and eliminate extra and duplicate copies of correspondence and internal routing sheets which have no record value.

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25X1

Records Officer
Commercial Staff

CONFIDENTIAL

11 January 1960

MEMORANDUM FOR: Chiefs of CS Staffs and Divisions

SUBJECT : Unnecessary Creation of CS Files

Tab D

1. There are two ways to reduce the paper handling problem in the CS. One is to purge from our existing file holdings documents not required for current activity which require space and complicate the processing of papers of value. The second, and equally important problem to which this memo addresses itself, is the unnecessary creation of documents and CS files. To the extent that we can solve the latter, the problem of future purging of files will be lessened.

2. The content of many documents is not directly related to the CS mission and is, therefore, of marginal CS interest; in other cases extra copies of a pertinent document are of marginal value when compared with the costs, not of its production but of maintenance. The daily intake of marginal paper is nothing short of astounding and it affects the CS in two main ways: it wastes the time of busy people who have more important tasks to accomplish, or in other cases, it serves as a prop or false justification for faulty procedures. Too many man-hours are consumed in processing paper that at best makes only a negligible contribution to the CS mission.

3. There are two principal sources of documents of marginal value to the CS. These are: the great volume of non-CS produced material and the extra (non-record) copies of CS documents, including CS reports, dispatches, inter-office memoranda, etc. Efforts to reduce distribution of non-CS produced material [] have met with little success. Continued distribution of non-CS documents is often requested without a real evaluation of need. Furthermore, the unlimited use of document reproduction facilities is consuming thermofax paper at the rate of 75,000 sheets a month (too much of which finds its way into our files). Aside from the security and cost factors, the undisciplined use of such reproduction facilities is making our records problem more difficult for the future.

4. The importance of control and use of paper is reflected in the records discipline item in the current Fitness Report which was inserted at the specific request of the CS. We need to use this tool more effectively in the control of paper of marginal value.

S E C R E T

5. I ask that you emphasize the following points at your own staff meetings and require your Records Management Officer to follow up and report compliance to you:

a. Extra copies of CS documents. Review your distribution of paper, both incoming and outgoing. See if you can really reduce the number of copies. Challenge the need for each copy. Instead of multiple copies, route a copy in turn to those who need-to-know with final deposit in the office of primary responsibility. This applies to all documents you produce (memos, dispatches, reports) as well as inter and intra-division distribution.

b. Non-CS produced material. Review your current requirements and make a serious effort to eliminate marginal material. This will save man-hours and ease your records problems without damage to the essential tasks of the CS. Notify of those documents which you no longer require or need only in reduced numbers.

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c. In those cases where you must continue to receive marginal papers, get in the habit of either prompt destruction or specifically directing destruction after a short retention period. It is infinitely easier and more economical in time to destroy a marginal document at the time it is first reviewed instead of allowing it to be filed and held for years with the requirement of later repetitive review to determine its destruction. Obviously, many incoming documents are pertinent and should be held in our files for a proper time. But, we need to apply more restrictive criteria, applying balanced judgment when the paper is first read rather than automatically throwing the document in the out-box for filing.

6. You are urged to give this matter your personal attention and push compliance through command channels down to the level of the individual case officer.

25X1

Richard Helms
Chief of Operations, DD/P

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25X1

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Richard Helms
Chief of Operations, DD/P

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